

SECTION – A – New Hire

- **APPLICATION WITH RESUME**
 - **NEW HIRE INFORMATION**
 - Welcome letter
 - Policy Receipt / Acknowledgement sign-off
 - Policy for use of Computers, Lans, E-Mail, Internet Access and Voice Mail Systems
 - Confidentiality Policy (When Applicable)
 - **VERIFICATION OF EDUCATION**
 - **CORI FORM (When Applicable)**
 - **VACANCY ANNOUNCEMENT**
 - **PRIOR SERVICE**
 - **CIVIL SERVICE**
 - **MILITARY STATUS CERTIFICATION**
 - **CHANGE OF ADDRESS**
 - **EMERGENCY CONTACT**
 - **555**
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